



Dubuque County
Library District

The Dubuque County Library District Board of Trustees met at 5:30 p.m. on June 16, 2026, at the Asbury Branch 5290 Grand Meadow Dr, Asbury, IA 52002.

The meeting was called to order by President Kristen Smith at 5:30 p.m.

President Smith called roll. Present: Julita Schneider, Sue Ross, Van Waggoner, Jane Boge. Susan Henricks and Shawn Coenen attended via Zoom.

Absent: Teresa Reuter and Nellie Burk

Also present: Laura Sauser, Library Director; Lauren Offerman, Library Clerk

Approval of Agenda:

Schneider made a motion to approve the agenda, seconded by Boge. All ayes, motion carried.

Correspondence: None

Public Comment: None

Minutes

The minutes from the May 19, 2026, board meeting were provided for approval. Smith requested a motion to approve the minutes of the May 19 meeting. Moved to accept by Schneider, second by Ross. All ayes, motion carried.

Financial Reports

Accounts Payable –

Sauser indicated the purchase of two standing charging stations from The Library Store. During RAGBRAI the power stations will be at Farley and Epworth for riders to use, otherwise they will be kept at the Asbury and Farley branches. The invoice from Newsbank for \$2721.00 covers the costs of annual digital newspaper subscriptions. The Printing and Binding expense line shows \$969.28 for the commercial printing of the summer reading program handouts. With the use of the Beanstack app for summer reading program, printing costs are less than previous years. The software line shows a 3-year renewal for Faronics; the software that wipes the patron data from public computers after each use. The new printer and contract for Asbury were taken from the office equipment budget. Sauser predicts one final invoice from Gordon Flesch.

Smith requested a motion to approve the Accounts Payable Report. The motion was made by Waggoner and seconded by Schneider. All ayes, motion carried.

Account Balance -

The calculated projections show that the Salaries and Health Insurance budget lines will come in under budget. The Education/Training line will also have funds left. Overall, the operational expenses have been spent close to the budgeted amount. Sauser reminded trustees that the FY27 budget is set up to result in a deficit to spend the cash balance.

Smith requested a motion to approve the Accounts Balance Report. The motion was made by Waggoner and seconded by Schneider. All ayes, motion carried.

Director's Report:

Sauser encouraged trustees to participate in the United for Libraries online conference at the end of July and offered the Trustees attendance. This counts as trustee training which is part of our accreditation criteria.

The State Library of Iowa has released the 2025 annual survey. Sauser will send out the report so trustees can view the results.

The Dubuque County Library District received a grant from the Community Foundation of Greater Dubuque. The grant specifies the inclusion of vocabulary activities in children's programming. The children's programming librarian has held several programs now where the children must use one of the vocabulary words in exchange for a prize.

Report of Committees:

Farley Committee- Boge and Sauser attended the first construction meeting where a timeline was given for the development. Framing will be done first by the end of July, and drywall will be installed by the end of August. Boge confirmed that the project is expected to be done by October 31. Once the building punch list is completed, DCLD will start the move-in process. Sauser predicts the move to the new location will take around 2 weeks. The Farley branch will be closed for that duration; Sauser will advertise the closing in advance, so patrons are aware.

HR Committee- The Director Performance Evaluation has taken place. The HR committee collected surveys from staff and board members in addition to Sauser's self-evaluation. The feedback was positive and Schneider requested that Sauser send her goals to the trustees. In response to the positive report, the HR committee recommends a 5% increase for Sauser's salary.

Schnieder made a motion to approve the increase, seconded by Boge. All ayes, motion carried.

Sauser will be reaching out to the Finance Committee to discuss plans for FY27.

Unfinished Business:

There was discussion about the Library Access for Sex Offenders Convicted of Sex Offenses Against Minors Policy Review and proposed updates. Henricks requested clarifying language about how someone can request permission to use the library. Trustees agreed that the request may be made to the director through email or US mail.

Smith requested a motion to approve the Library Access for Sex Offenders Convicted of Sex Offenses Against Minors Policy as amended. A motion was made by Schneider and seconded by Waggoner. All ayes, motion carried.

Sauser provided printouts for the FY2027 Board Meeting Schedule. She is enthusiastic to meet at the new Farley location later this year. Epworth will remain on standby until a proper meeting space is available.

Fiscal Year 2027 Committees were discussed. With Shawn Coenen as president, Smith offered to take the open finance committee spot. Trustees requested that Sauser send the current assignments and committee descriptions via email.

New Business:

Sauser delivered an informational presentation on the proposed Homebound Delivery Program and displayed it to the trustees. In accordance with the strategic plan, the program will increase accessibility, remove barriers, improve human contact, expand use of collection, and get DCLD out there. Volunteers will deliver books, audiobooks, magazines, games, and puzzles in private bags. Hotspots are exempt from the program. Sauser offered longer check outs for materials through the program, and Waggoner agreed a week will not be long enough for puzzles. Volunteers must have valid driver's license and insurance on top of a background check. There will be one volunteer per branch, and Sauser estimates they will donate 1-2 hours a month. Sauser is also exploring book lockers and mail options for the program.

A draft of the updated Conduct in the Library Policy was presented to the trustees. Sauser received feedback from staff that patrons are entering the library in wet swimsuits and without shoes. She added language to the policy requiring shoes and appropriate clothing.

Smith requested a motion to approve the updated Conduct in the Library Policy. A motion was made by Schneider and seconded by Waggoner. All ayes, motion carried.

To follow up with the Dubuque County Handbook Holiday Schedule Review, Sauser presented a draft policy. There was discussion about holiday closures being reviewed by the trustees annually. Trustees agreed that decisions should be made annually and to table the Holiday Schedule Review until Sauser can revise the language. Sauser will present a revised policy draft at the July board meeting.

Smith requested a motion to table the Holiday Schedule Review Policy. A motion was made by Schneider and seconded by Ross. All ayes, motion carried.

With RAGBRAI 2026 approaching, Sauser requested permission to open the Epworth and Farley branches early on July 25 to allow bikers to utilize library amenities. Two salaried staff members will be present. The Community Engagement Librarian is planning a bubble brigade in Epworth as riders pass through town. Schneider suggested promoting audiobooks to the riders alongside Wi-Fi and charging stations.

Smith requested a motion to approve extended hours for July 25. A motion was made by Schneider and seconded by Boge. All ayes, motion carried.

The Dubuque County Budget office requested that the Dubuque County Library District obtain rates for having its own property/liability/auto insurance policies. Trustees discussed that they would need formal communication from the county before making a decision. In the meantime, Sauser will obtain quotes from other carriers.

The meeting adjourned at 7:00 p.m.

Minutes submitted by Lauren Offerman.